

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice DCP-78

For: State Offices and Service Centers

Required Corrections

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

It has come to the National Office's attention that several County Offices have not followed procedure when completing farm base and yield elections and/or registers. The following items have been identified:

- farms have been placed on registers without contact from any producers or owners on the farm
- farms have been placed on the register that already have a base and yield election but need to be modified because of recent policy changes
- base and yield elections were made by employees for farms without contact from any producers or owners on the farm, including mailing CCC-515's or holding CCC-515's in the County Office.

The actions in the bullets above are not supported by policy or procedure. The only farms that should be represented on the County Office registers are those farms in which a producer or owner on the farm contacted the County Office before the April 1 deadline and requested an appointment, but could not be serviced before April 1 because of heavy workload in the County Office. In addition, farms that have already had a base and yield election, but for which it is anticipated that the base and yield election will be modified because of recent policy changes, were not to be included on the registers.

The responsibility for base and yield election before the April 1 deadline was that of the owners on the farm. County Offices did not have the authority to make farm base and yield elections based on what they thought the owners on the farm would select.

Disposal Date	Distribution
November 1, 2003	State Offices; State Offices relay to Service Centers

Notice DCP-78

1 Overview (Continued)

A Background (Continued)

Since the April 1 deadline has passed, the only option applicable to farms not represented on a register is the default method. Procedure for completing default base and yield elections is provided in Notice DCP-77. The procedure is very specific and shall be followed. According to current procedure, all farms in the county that have not had the base and yield election made, or are not represented on a County Office register, shall be defaulted. This includes all farms in which County Office personnel made a base and yield election without contact from any producers or owners on the farm.

B Purpose

This notice provides procedure for:

- removing farms represented on County Office registers when no contact from the producers or owners on the farm was made before the April 1 deadline
- removing farms represented on County Office registers that already have a base and yield election but, because recent policy changes, it is anticipated that the base and yield election will be changed
- correcting base and yield elections that were made on farms by County Office personnel without contact from any producers or owners on the farm.

2 Action

A County Office Action

County Offices shall take the following actions immediately to ensure that reports being requested by Tuesday, April 8, 2003, are as accurate as possible.

Step	Action
1	Remove all farms represented on County Office registers when no contact from the producers or owners on the farm was made before the April 1 deadline. If a producer or owner on the farm did not request to be on the register, the farm shall not be on the register
2	Remove all farms represented on County Office registers that already have a base and yield election but, because of recent policy changes, it is anticipated that the base and yield election will be changed. These changes may be made but the farms shall not be on the register.

2 Action (Continued)

A County Office Action (Continued)

If the County Office made a base and yield election on a farm without initiation from a producer or owner on the farm, the County Office shall follow the procedure in:

- 1-DCP, subparagraph 636 E, to remove the current base and yield election

Note: This is not optional. All data **must** be backed out of the automated system so that the default method can be completed according to correct procedure.

- Notice DCP-77 to complete the default method of base and yield election on the applicable farms.